Estimated reading time: 3 minutes, 50 seconds

BerkeleyHaas | **TEACHING TIP OF THE WEEK**
Online Teaching Strategies

Tip of the week: Use Gradebook features on Bcourses to wrap up the semester quickly and transparently.

You can use the Gradebook on Bcourses to manage grades, input grade changes, and allow students to see their grades and class standing, and to see if any of their assignments are incomplete.

As the semester comes to an end, many students want to know where they stand in the course, ask for grade changes, and ask for deadline extensions. You can manage all of these issues, and more, through Gradebook.

Watch this video with an overview of Gradebook to learn the basics and see this guide on how to navigate Gradebook to see the class summary, filter and order grades, and how to directly click into individual assignments to see them on Speedgrader.

Save time and ensure transparency in grading by using the following features:

- Create Missing Submission and Late Submission policies and apply them automatically to assignments handed in late or never submitted. The Missing Submission policy allows you to define a grade that will be granted for missing submissions as a percentage of the total points possible. The Late Submission policy allows you to define a percentage of the total points possible on an assignment that will be deducted for late submissions. Points can be deducted per day or hour the submission is late.
- You can use posting policies in the Gradebook to manage assignment grade visibility for students. Posted grades are visible to students in your course. Hidden grades are visible to you in the course Gradebook, but students cannot see them. Apply a manual grade posting policy to hide grades until all assignments have been graded, and then manually release grades to all students at the same time.

- For students that have ungraded assignments, you can manually enter grades, or use default grades. Default grades are useful for assignments that receive full marks if submitted on time and to quickly assign zeros to unsubmitted assignments after the deadline.
- If you are working with one or more GSIs, it may be helpful to view a history of grade changes. Grade change history allows you view the date of the change, the student whose grade was changed, the name of the grader who changed the grade, and the assignment where the grade was changed.
- Gradebook's "Message students who" feature is super useful to send reminders for uncompleted assignments. You can remind students to complete the assignment before the "drop dead" date. Another use for this feature is with ungraded assignments. If some students still have ungraded assignments due to a delay in grading, and you do not want to post an announcement to all the class, you can use this feature to message only those students with ungraded assignments.

Remember that only assignments, graded discussions, quizzes/exams, and graded surveys are displayed in the Gradebook. By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment.

TELL US WHAT TEACHING TIP TOPICS YOU WOULD LIKE TO LEARN MORE ABOUT: Follow this link to let us know what topics you would like us to cover.

The Online Teaching Tip of the Week is a series produced for Haas Faculty by the Associate Dean for Learning Strategies' Online Teaching Tips Team.